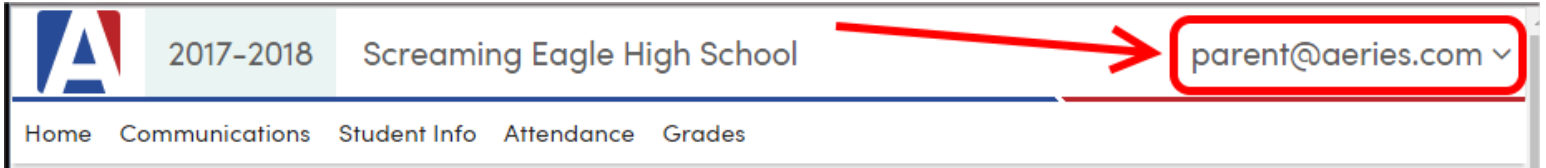


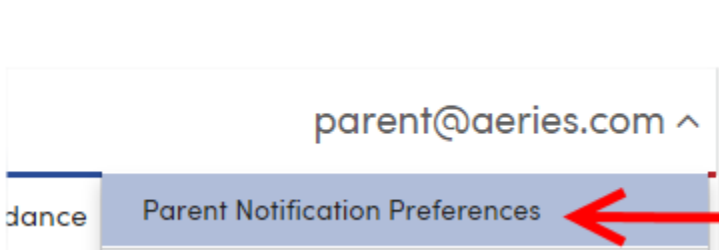
Parent Portal – Weekly Progress Report Option

The Aeries Parent Portal has the ability for parents to sign up for weekly progress report emails. These emails include current grades and recent gradebook activity for the student.

To subscribe to the weekly progress reports please sign into your portal account and click your **email/username** in the upper right hand part of the screen



On the menu that drops down select **Parent Notification Preferences**



You will need to select three settings on the **Parent Notification Preferences** screen.

The screenshot shows the 'Parent Notification Preferences' form. It has a blue header. The form contains:

- 'Receive Weekly Progress Email?' with a checked checkbox.
- 'Preferred Day:' with a dropdown menu set to 'Friday'.
- 'Preferred Time:' with a dropdown menu set to '7:00 PM'.
- A 'Save' button at the bottom.

 Red arrows point from the right to each of these four elements.

- Click here to activate the weekly progress reports.
- Select the day of the week to receive the reports.
- Select the time you would like to receive the reports.
- Click **Save** when done.

You should then see a **Settings Saved** message.

The screenshot shows the 'Parent Notification Preferences' form after the settings have been saved. The 'Settings Saved' message is highlighted in yellow. The 'Save' button is still visible at the bottom.

Once you have saved your settings you can exit this screen by click on the navigation menu along the top.

